**MSUAASF Summer 2011 State Board Meeting**

**July 29, 2011**

**Meeting Location St. Cloud State University Student Union** Meeting began at 8:06 a.m.

**Attendance:** Victor Cole, Adam Klepetar, Linda Meidl, Barb Oertel, Jillian Quandt, Veronica Michael, Mike Sharp, Rich Wheeler, Jim Anderson, Pam Ekstrom, Alicia Reed, Jeanne Cornish, Shahzad Ahmad, Marla Patrias, Lynn Johnson, Andy Bartlett, Eduardo Gutierrez

**Officers’ Reports**

**President Oertel** Welcome everyone. Thank you Rich and Kari for Steward training and there was a lot of good information that was shared during our meeting. In April Kari and Adam and I went to New York for a conference on bargaining and we did some informal networking with the other two faculty unions. I attended the Board of Trustees meetings in April May and July and visited a few ASF campuses this spring. I am always willing to come to your campus to visit with your members so campus ASF presidents please let me know if you would like me to visit with your members.

I am serving on the search committee for the Vice Chancellor for Academic Affairs. Larry Litecky has been appointed the interim Vice Chancellor and he has an extensive background with MnSCU. Airport interviews will be done at the end of September, and we are supposed to give input to the search firm. Lori Lamb, Chancellor Designee Rosenstone, and I had a lunch meeting and he was very interactive and easy to talk with at our lunch meeting. Lori continues to be supportive and open with me at those meetings.

I participated in the Tim Penny golf tournament in June and it was a lot of fun and scholarship dollars were raised for students. I attended several shutdown meetings but thankfully that did not occur. One of those meetings was with the other faculty unions and our relationship with these two units has been exceptional. In July I had a lunch with the outgoing Chancellor and also a formal good bye party that Governor Dayton attended.

**Vice President Klepetar** I went to the Board of Trustees meeting in June and at that meeting the Board approved the tuition increases for 2011-2012. The Board also set their calendar next year. I went with Barb and Kari to the bargaining conference in New York and it was very interesting. A combination of administrators and union representatives talked directly about issues impacting higher education.

**Secretary Anderson**

**Treasurer Reed** Treasurer Reed noted that we have $41,482.91 in checking and $50,492.09 in savings. I do have my own reporting transactions in a handout to you as well as the Wells Fargo statement of activity. There is one check that has not cleared yet in the Wells Fargo account and that is why there is a slight difference between the two reports. The transaction report by category tells us how the money has been spent. We had a large campus maintenance distributed this spring. If you remember we decided to spend more money for campus associations and that is why this amount is higher. Each campus has maintenance checks indicated. I am planning to provide the Board another updated report prior to my stepping down as Treasurer. I am available to come to the fall board meeting to help make that transition smoother. Wheeler moved to accept the Treasurer’s report, Michael seconded, motion carried. Wheeler moved to authorize the Treasurer to spend money until a formal budget is established, Marla Patrias seconded, motion carried.

**Grievance Office Wheeler** Rich noted that if there are specific training topics that we want to have for the next Board meeting please let him or Kari know what these are so we can prepare for those topics. I sent out the FY 12 PIF allocations to the campuses. There was some confusion since Gary Janikowski is on phased retirement so there was a slight delay in that process. There are no PDF dollars allocated since there is not a new contract in place. There are no issues with the Health Care Savings Plan deductions in the new fiscal year so that was good.

We also had one MOA that I bring to the Board regarding the consolidated position language in which the dates where indicating that they were being sunset which was something that we agreed with management that we need to continue for now and so the MOA continues the language in place and the Executive Committee did vote 5 to 0 to authorize the MOA so I move that the Board authorize the MOA, Sharp seconded, motion carried. Rich Wheeler updated the ASF Board on employee issues going on around the State at the present time.

One item that Rich indicated for the Board is to keep an eye on fixed-term positions, this is a good time to check on your campus how many appointment status at your campus is fixed-term? The ASF Board stance is to not allow these positions to be fixed-term beyond two years. The SEC cancelled an August meeting and we have some members upset that the next SEC meeting is not held until November and I have let the Office of the Chancellor know that this is too long of time to wait between reviews. We have one case heading to arbitration and I feel good about our case if it does go that route. Presidents please e-mail me your entire Stewards list so that we invite them to the October training.

**MSUAASF Committee Reports**

**Negotiations (Barb Oertel)** Interest based bargaining was discussed at our last meeting. We heard quite a bit about it at the training in New York. We seem to be a little late in the negotiations process to invoke this strategy. Adam explained that interest based bargaining is you are looking for a win-win strategy in which you can mutually agree on solutions in bargaining. We have identified a huge number of items that people want to work on and we have an August 11th negotiations team meeting that we will discuss that list, and it will obviously have to be paired down to be effective in interest based training. Each side will come up with three to five topics and we will start the bargaining process from that point. Barb noted that we have got initial notification from management to begin meeting with them. Board members discussed their thoughts on our next move in the negotiations process which Barb will share with the team and Kari.

**Legislative (Marla Patrias**) Marla noted that we worked to keep members informed what was going on this spring/summer. During the session we worked to influence the outcome of the final legislative bills settled in July and our group feels good about the outcome from that perspective. Russ Stanton was very helpful keeping us informed and we did a letter writing campaign which was successful.

**Nominations and Elections Committee (Rich Wheeler)** No Report

**Membership (Jeremy Johnson)** No Report

**MnSCU Committees**

**Academic/Student Affairs Policy (Barb Oertel)** We met in May, couple things of note, the graduate follow-up survey was discussed about the difficulty of getting the response rate necessary and career services people are meeting this week. The semester start date policy was also discussed regarding how early the calendar is set up in advance. Minnesota Transfer Curriculum certificate was discussed and there are some problems with this certificate with financial aid eligibility. Admission requirements look at GPA if there is no ranking of students and that GPA is at least 3.0 if they do not rank. We need a new representative on the committee to be the third representative. Linda Meidl volunteered to serve, thanks Linda!

**Assessment for Course Placement (Adam Klepetar)** This committee should be disbanding now that Linda Lade is retiring.

**Cross Functional Advisory Committee (Mike Uran)** No Report

**Defined Contribution Committee (Jeanne Cornish)** Everyone should have got the letter concerning investment options and to allow the new brokerage account options. Our last meeting was May 10th and that we were under the impression that we would have gotten members a transition brochure but that does not seem to have occurred. Our next meeting is later this fall. We still need a representative to replace me by next June. There are four meetings a year and it is a good committee for us to be involved in for our members. Jeanne agreed tol continue on the DCC until June 2012. Thanks Jeanne!

**Diversity Task Force (Shahzad Ahmad)** Once a year we look at the awards in the system for diversity scholarships.

**Minnesota Online Council (Phyllis Webster)** This committee was discontinued due to the restructuring of online consultation at the system office

**Online Academic Services Committee (Lynn Johnson)** No Report

**System Evaluation Committee (Lynn Carlson and Diane Berge)** We need an alternate for this committee. Also Rich will check with Bill Brady to see if this group can meet earlier than the fall meeting set-up for our members waiting to be reviewed. Jeanne Cornish will check with Metro CEC members to see if they are interested in serving as alternate.

**Transfer Oversight Committee (Jim Anderson)** No Report

**Three-Year Baccalaureate Program and 12-month Calendar (Linda Meidl and Shirley Murray)** The report supports the concept of a 3-year baccalaureate for the few students for whom this is appropriate, but also notes this is an option for students already, and restructuring systems to more formally support it could have an adverse effect on other students.  There is support for publicizing the option selectively, but without reinvesting substantially in the option at this time.  Some pilots (including at MSU) are in place to further test and develop the option.

In regard to the 12-month calendar, the report again outlines strengths and weaknesses.  It clearly states this should be a campus decision, and not dictated on a system-wide basis.  The report also notes summer sessions that already exist, along with the many other ways that campuses engage with their communities through special initiatives during the summer months.  There are also union contract issues involved in going 12-months, and these are pointed out in the report.  Once campus is proposing going with a more structured 12-month calendar, and this is noted in the report as well.

**Students First Working Groups**

**These committees have now been consolidated under a working group steering committee** Here is a bi-weekly update of activity going on with Students First initiatives:

We are pleased to say that Single Search, Single Application, and Single Registration (edits) are now available to students. With the expected bumps in the road, and ongoing identification of bugs, the projects continue to improve. We have appreciated your patience.

**Single Search**

The new website is now live at www.mnscu.edu. Search for a school or a program! We encourage your feedback.

*Interesting tidbit: With a single click students can move from Single Search to Single Application and apply to a university or college.*

**Single Application**

Students (undergraduate) are now able to easily apply to multiple institutions with a single application. More than 2000 applications have already been processed with the new functionality.

*Interesting tidbit: Since Single Application was implemented, there has been a slight increase in the number of students who completed applications compared to this time a year ago.*

**Graduation Planner**

Minnesota State University, Mankato and North Hennepin Community College are working with the Office of the Chancellor and CollegeSource to identify user interface issues between U.direct, DARS, and ISRS. The assessment of U.direct is on target for completion by the end of August.

*Interesting tidbit: Students will be able change majors/programs and immediately know whether the courses they have taken will count in the new major/program.*

**Single Application**

The new systemwide registration edits have been released. The team has resolved a number of issues, and continues to work on others and to monitor registration activity.

*Interesting tidbit: Students who have taken a prerequisite at one institution are able to register for a course at another institution without having their transcript reviewed.*

**Single Billing/Single Payment**

South Central College is now piloting the Student Direct Deposit functionality.

*Interesting tidbit: More than 2500 students have paid $1.6 million in tuition and fees using the Single Billing/Payment functionality.*

**Shared Services**

Loan certification functionality will be released on July 14. Students and financial aid staff will benefit from a paperless process that is more efficient.

*Interesting tidbit: Nearly 13,000 loans have now been accepted through the new functionality.*

ASF members who served on Students First Working Groups include: Alicia Reed (Single Search) Rich Shearer (Single Application), Single Registration (need a member), Graduation Planner (Jim Anderson), Single Bill Single Pay Task Force-Greg Peterson, Shared Services (Jillian Quandt)

Since the Board identified some issues with Students First initiatives in the Registration area we are going to put together a conference call of Registrars ASF staff to discuss this issue prior to the fall meet and confer. Mike Sharp will take the lead on getting this together.

**Old Business**

**Status of externally funded employees-Barb Oertel**  We met with Bill Brady and Chris Dale about the 23 externally funded ASF employees which was a list that we got this past spring from management. We found in looking at all of these employees that not all qualify as employees who are being funded truly from outside sources and we asked management for clarification of this information. We have not heard back from Bill or Chris regarding these questions of how these positions were determined to be externally funded and our plan is to follow up with them at another meeting soon on this issue.

Our position is that access and opportunity fund positions, for example, are not considered external funds and if there are some of these positions on the externally funded list this would be an issue that can be grieved. This also is related to the fixed-term employees going beyond two years at Moorhead since there are some fixed-term positions there that have gone past two years and we are going to have to discuss this issue with the Office of the Chancellor to let them know of the ASF Board’s position on these positions that have gone beyond two years as fixed-term.

**State shutdown implications for members-All** Since we did not get shutdown this topic was not as devastating as had been anticipated. We certainly had stress and increasing work situations in certain positions.

**Penny Golf Scramble-June 2-Barb Oertel** Reported on in the President’s report

**New Business**

**Attendance at Board of Trustees meetings-Barb Oertel** Barb noted that she would like to ask people from the ASF Board to sign-up to attend one Board of Trustees meeting. She will send out the list of dates and would like Board members to select at least one meeting during the academic year, or in the summer.

**PDF/PIF funds (Bemidji)** Lynn Johnson wanted to get a quick poll of who requires signature of who authorizes the use of these funds at the various campuses? Bemidji does not require any signature from anyone except the ASF local treasurer. The supervisor signature is required if travel is involved as a general rule at most campuses. Many campuses utilize the MnSCU expense form which requires the signature of the supervisor and the ASF local treasurer. The question is who determines if the use of these funds is legitimate? By having the funds being documented by using the MnSCU expense form, having your supervisor signature with the ASF treasurer signature this is a good practice to verify the proper use of PDF.

**PDF funds allocation for 2011-2012 academic year** It is the intent of the ASF Board that we will want to pursue the issue that we have not gotten our PDF allocation for this year. Now the budget has been resolved we should ask them in a formal MOA about allocating these funds. It will be the direction of the ASF State Board to have Rich and Barb develop a MOA to present to the Office of the Chancellor, and that the ASF President is authorized to develop this MOA with management.

**Appointment of new Treasurer-Barb Oertel** Barb nominated Pam Ekstrom to replace Alicia Reed as ASF Treasurer, the ASF Board unanimously voted to have Pam serve as ASF State Treasurer. Thank you Alicia for your service to ASF as Treasurer and to Pam Ekstrom for serving as new Treasurer.

**ASF Brochure-Barb Oertel** Veronica Michael movedthat the ASF State Board authorize the membership chair, and membership committee, to update the ASF brochure to members, Wheeler seconded, motion carried. (Klepetar voted no)

**Informational document to ASF position candidates**  We will be reprinting our ASF brochure (see above), and maybe ASF can include an informational piece that can be given by the ASF member on the search committee give to ASF candidates about the salary range and step placement? The State Board agreed that this is a good idea. Rich Wheeler moved that the ASF State Board recommends that local campuses adopt a similar document provided to ASF candidates at St.Cloud State University to give to ASF candidate’s salary grade and step placement information during the search interview stage, seconded by Michael, motion carried.

**ASF PAQ-Veronica Michael** The question at the end of the PAQ document regarding how many people may this person supervise is confusing when addressing this question for members using the document. Rich Wheeler noted that the language is put in there to allow our members to qualify as ASF members under PELRA which explains why the language can be more loosely interpreted.

**Campus Reports**

**St. Cloud State University-Mike Sharp** As Rich reported earlier, we did have two layoffs as a result of the reorganization process we have been going through during the past year.  We are working to stay engaged with HR to help coach that office with regard to the layoff and bumping options process.  We continue to not have a director of HR.  Search is being re-opened.  Positive membership event held to do some letter writing to representatives.  We also continue to have active participation in monthly membership meetings even during the summer Our new academic structure went into effect on 1 July. Discussion is underway about some new positions in the dean’s offices of our newly created schools.  There are some indications that a couple of the positions could end up in our bargaining unit.

**Southwest Minnesota State University-Pam Ekstrom** President David Danahar retired on June 30 and Interim President Ronald Wood began his duties on July 1, 2011 for his 2011-2012 term. Search for permanent President to begin on???? MnSCU has decided to table SMSU alignment with MnWest and suggested SMSU collaborate with MnWest in the recruitment of students with AS AAS degrees.

2 AASF Position Searches: Associate Director of Alumni and Donor Relations Director of Cultural Diversity

FTE Reductions for several AASF members

1 grievance in Step 3

2nd grievance in Step 1

**Bemidji State University-Marla Patrias** We had a failed search for VP for Academics and have appointed a new interim as Dr. Erickson, the previous interim appointment, has gone on sabbatical. Lisa Erwin, our VP for Student Development and Enrollment has resigned to take a similar position at UMD. Dr. Marry Ward, a current MSUAASF member, has been appointed as interim in this position while the university conducts a search. The Dean of the College of Business, Technology and Communications has also resigned and an interim should be named soon. The Director of Admissions was non-renewed while still within the first year of his contract. Mary Jo Chirpich, an Assistant Director, has been named interim. There are also two current interim assistant searches underway to back fill Mary Jo's position and another vacant assistant director position. HR has had some issues with mis-coding appointment status on at least four MSUAASF positions, some in favor of the employee (coding externally funded positions as probationary.) Enrollment is up again for fall at both BSU and NTC.

**Minnesota State University Mankato-Linda Meidl** Admission and orientation numbers are both up for new entering first year and transfer students. New Residence Hall construction underway and slated to open Fall 2012 and renovation to the student union ballroom which will be completed Fall 2011. Budget is still a concern for many on campus—especially since the state has not really solved the budget issues.  Scott Olson will be returning to Mankato as Provost and Vice President for Academic Affairs.  Anne Blackhurst will be leaving Mankato and going to Moorhead as Provost.  Anne did an excellent job as interim provost while Scott was at Office of the Chancellor.  She will be an asset to Moorhead.

**Local 320 Announcements**

Como Park Picnic August 21st

Duluth Area 2nd Tuesday in August

Rich Wheeler thanked Alicia and the Board applauded her!

**Future Meeting Dates**

**Fall State Board Meeting - October 13-14, 2011**

**Fall Meet and Confer - October 28, 2011**

**Winter State Board Meeting- January 26-27, 2012**

**Winter Meet and Confer- February 10, 2012**

**Spring State Board Meeting- March 29-30, 2012**

**Spring Meet and Confer- April 20, 2012**

**ASF Election Certification- April 13 by conference call or following April 20 Meet and Confer**

Mike Sharp moved to adjourn at 12:03 p.m., Ekstrom seconded motion carried